



# The Pathway to the Board

XYZ ORGANIZATION

**CULTIVATION** > RECRUITMENT > ORIENTATION > ENGAGEMENT

<input type="checkbox"/> <b>STEP 1: SUGGEST</b> <i>CONFIDENTIAL</i>	<b>SUBMIT TO GOVERNANCE COMMITTEE</b>
Board nominee name and contact information:	
Submitted by:	
Date:	
Board Nominee Suggestion Form received:	<input type="checkbox"/> Yes <input type="checkbox"/> No—do not proceed without form

<input type="checkbox"/> <b>STEP 2: REVIEW</b> <i>CONFIDENTIAL</i>	<b>REVIEW WITHIN 30 DAYS</b>
Review biographical information and resume	
Review board member qualifications against board needs	
Review board nominee criteria, alignment, and cultural fit	
<b>ACTION AND DATE</b> <input type="checkbox"/> Decline or Postpone <input type="checkbox"/> Move to Step 3	



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<input type="checkbox"/> <b>STEP 3: INQUIRE</b> <i>CONFIDENTIAL</i>	
Assign candidate to board member and/or Executive Director	
Document past involvement with XYZ Organization	
<p>Invitation for involvement and/or volunteer role:</p> <input type="checkbox"/> Task Force <input type="checkbox"/> Advisory Council <input type="checkbox"/> Informal Input/Focus Group/etc. <input type="checkbox"/> Attend Annual Event <input type="checkbox"/> _____	
<p><b>ACTION AND DATE</b></p> <input type="checkbox"/> Decline or Postpone <input type="checkbox"/> Move to Step 4 <input type="checkbox"/> Inform Board	



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<input type="checkbox"/> <b>STEP 4: APPLY</b>	<b>RECRUITMENT BEGINS</b>
<p><b>Formal Meeting:</b> “Would you serve as a board member should the Governance Committee recommend you?”</p>	
<p><b>Review Board Nominee Orientation Materials:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Position Description</li> <li><input type="checkbox"/> Annual Affirmation Statement</li> <li><input type="checkbox"/> Board Policies Manual</li> <li><input type="checkbox"/> Calendar of Board Meetings and Retreats</li> <li><input type="checkbox"/> Briefing: “The Three Board Hats”<sup>1</sup></li> </ul>	
<p><b>Invitation to Submit Application:</b> Governance Committee authorizes next step and board chair and/or Executive Director invites nominee to submit an application and resume:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Invitation Extended</li> <li><input type="checkbox"/> Board Informed</li> </ul>	
<p><b>Application and Resume Submitted:</b> Application submitted and permission given to proceed on reference checks</p>	

<sup>1</sup>ECFA Governance Toolbox Series No. 2: Balancing Board Roles: Understanding the Three Board Hats: Governance, Volunteer, Participant (Winchester, VA: ECFAPress, 2013). Visit [www.ECFA.org/Toolbox](http://www.ECFA.org/Toolbox) and download the Board Member Read-and-Engage Viewing Guide and the Facilitator Guide.



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<input type="checkbox"/> <b>STEP 4: APPLY</b>	<b>RECRUITMENT BEGINS</b>
<p><b>References Affirm Applicant Meets Board Criteria:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Members of Other Boards</li> <li><input type="checkbox"/> Employer and/or Fellow Employees</li> <li><input type="checkbox"/> Background Checks—must be legal and authorized</li> <li><input type="checkbox"/> Social Media Check</li> <li><input type="checkbox"/> Colleague or Board Member Where Applicant Has Served—“Is s/he knowledgeable in governance and a team player?”</li> </ul>	
<p><b>Governance Committee Recommendation:</b> Due diligence and recommendation to board</p>	
<p><b>Board Approval/Election:</b> Governance Committee recommendation approved by board:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Candidate Notified _(Date)_</li> <li><input type="checkbox"/> Candidate Elected _(Date)_</li> <li><input type="checkbox"/> Term Begins _(Date)_</li> </ul>



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## STEP 5: ORIENTATION

**Customized Orientation:** Assign “board buddy” and create six-month orientation process to include:

- Board Professional Development Workshop
- Board Training—Online or Conference
- Review of Board Nominee Orientation Binder
- Briefing of XYZ Departments and Introductions
- Password for Online Portal and Documents
- \_\_\_\_\_

### **Professional Development Reading:**

Read the following content within the next six months:

- Insert reading assignment \_\_\_\_\_
- Insert reading assignment \_\_\_\_\_
- Insert reading assignment \_\_\_\_\_

**Orientation Evaluation:** Within six months of the first board meeting, submit an evaluation and suggestions for improving the orientation process for future board candidates



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<input type="checkbox"/> <b>STEP 6: ENGAGE</b>	
<p><b>Daily/Weekly/Monthly:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actively Support Board Chair, Staff, and Executive Director</li> <li><input type="checkbox"/> Respond Promptly to Emails and Phone Calls Regarding Board Work</li> <li><input type="checkbox"/> _____</li> </ul>	
<p><b>Conduct Volunteer Work</b> through appropriate employee channels versus going around normal channels to senior management or the Executive Director</p>	